

SANDY CITY
APPROVED POSITION SPECIFICATION

- I. Position Title: HR Analyst - Benefits
- Revision Date: 04/18
EEO Category: Professional
Status: Exempt
Control No: 30389

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Director of Human Resources performs a variety of services related to benefits and other personnel programs, including direct support for new employee orientation, benefits administration, open enrollment and wellness program.

III. Essential Duties:

EMPLOYEE BENEFIT ADMINISTRATION

- Coordinate and present the new employee orientation program, including policy and procedure orientation, benefit enrollment and new employee sexual harassment training.
- In cooperation with other staff members and Payroll, process pay and benefits paperwork each pay period.
- Coordinate the annual benefits open enrollment process and aid employees in the benefit selection process. Assist employees with problems and questions involving their benefits throughout the year.
- Work with benefits consultant to solicit and review benefit bids and select benefits providers. Prepare RFP's for benefit programs as needed. Establish and maintain working relationships with benefit providers.
- Ensure the city complies with all benefit-related laws, including monitoring and coordinating city COBRA compliance process (correspondence to new employees, terminating employees, and making sure employees that have had a COBRA qualifying event are notified of their COBRA rights and options).
- Distribute Medicare Form of Creditable Coverage for eligible employees and their dependents annually.
- Prepare materials, benefits evaluations and proposals. Recommend benefits programs to management by studying employee requirements and trends and developments in benefits offered by other organizations.
- Process 401(k) loan applications and monitors existing loans.
- Function as the City's Assistant to the Privacy Officer as it relates to the Health Information Portability and Accountability Act (HIPAA).
- Design and create ongoing marketing for the city's onsite health clinic. SCOPE clinic. Works with third-party provider to see that claims are being billed and paid properly.
- Organize and oversee health screenings, such as flu shots, mammography, blood pressure and cholesterol screenings.
- Create purchase orders and check requests. Pay invoices and other bills for benefit programs.

PROJECT MANAGEMENT

- Conduct general administrative studies, audits, information analysis, and projects within the Division of Human Resources as directed by the division director.
- Collect pertinent information through research, audits, surveys, etc. and analyzes information using statistics, spreadsheet calculations, regression analysis and other quantitative or qualitative means to achieve end results.
- Present results of studies to division director and other city management personnel.

EMPLOYEE RELATIONS

- Organize and carry out employee activities and events including employee luncheons, health fairs, wellness activities, and longevity awards.
- Manage the city's wellness program in order to encourage health behavior among employees and their family members. Work with the city's onsite clinic and benefits providers to provide wellness education and resources.

- Recommend, develop, and coordinate training programs related to wellness, retirement preparation, benefits management, and overall professional and personal improvement.

PERSONNEL

- In coordination with other members of the Human Resources division, assist departments with personnel questions and concerns and conduct investigations of claims of harassment and discrimination.
- Study, draft and recommend personnel policies, procedures and programs to ensure compliance with all federal and state laws and regulations.

IV. Marginal Duties:

- Order and inventory needed division information and benefits forms and materials.
- Monitor files for completeness and for compliance with applicable requirements.
- Assist with customer service at the front desk as needed.
- Assist with annual employee handbook training as needed.
- Perform other duties as assigned.

V. Qualifications:

Education/Experience: Requires one of the following: (1) a bachelor's degree in public/business administration, human resource management or closely related field and one year of related work experience; (2) a master's degree in public/business administration or human resource management; or (3) an equivalent combination of five years of related education and experience. Strong quantitative skills, knowledge of benefits programs, and written and verbal communication skills preferred.

Certificates/Licenses: Valid Utah driver's license for frequent travel to employee work sites.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: City benefits as outlined in the Sandy City employee handbook and the benefits selection process; general knowledge of state and federal regulations pertaining to employee benefits and human resources laws and regulations; personnel procedures regarding benefits; clerical and general office practices and procedures; and knowledge of computer programs, including word processing, spreadsheets, presentation software, and document imaging software; correct English usage, vocabulary, spelling and arithmetic.

Responsibility for: Moderate responsibility for making decisions affecting the activities of people; working credibly with confidential records including salary and benefits information; working with city personnel on projects and coordinated activities. Responsibility for actions that may lead to liability from a risk management perspective.

Communication Skills: Ability to communicate effectively verbally and in writing using proper grammar and spelling; ability to professionally furnish and obtain information from other departments; ability to work effectively as a team member; ability to serve customers including constant contact with the public, city employees and frequent outside contact with persons of high rank, requiring tact and judgment; requires well developed sense of strategy and timing; contact with city management and the public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules; influencing others to obtain desired results; using sound judgment to avoid friction; ability to present information in front of a group.

Tool, Machine, and Equipment Operation: Requires regular use of office equipment, including computer, telephone, copy machine, printer, fax machine and audio visual equipment. Occasional use of personal or city vehicle.

Analytical Ability: Establish and maintain effective working relationships with employees, executives and the public; apply general problem solving and analytical principles to effectively deal with various situations; prioritize tasks; work well under pressure and impending deadlines; relate well with a variety of persons under varying circumstances;

ability to analyze a situation and make sound recommendations and presentations; ability to organize both in terms of one's time as well as large volumes of information and records.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls. Moderate physical exertion is present because of moderate stooping and kneeling required. Employee may sit or stand for long periods of time and may occasionally move up to 20 pounds. Employee frequently communicates with others.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate pressure and fatigue are present due to frequent exposure to stressful situations as a result of human behavior and frequent deadlines; limited evening and weekend work required; very frequent contact with employees and the public; near constant mental application; occasional exposure to inclement weather conditions visiting work places and work sites of employees.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:_____ DATE:_____

PERSONNEL DEPT. APPROVED BY:_____ DATE:_____